

ADVERT ID 235398

Secretary

St Pauls NS

Lyster Street Athlone N37E973
<https://stpaulsns.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue May 27 2025
Application Closing Date: Mon Jun 9 2025
Commencement Date: Thu Aug 28 2025
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Junior School
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 18
Current Enrolment: 140
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

The Board of Management of St Paul's Primary School invites applications for the position of School Secretary in our busy, vibrant and welcoming school.

Position Details:

Initial Hours: 18.5 hours per week.

Role Overview

The School Secretary is an integral part of the school community, working closely with the school principal. The role requires managing the office in a welcoming, professional, and efficient manner.

Essential Qualities and Experience:

Discreet and trustworthy
Experience in office management and administration
Experience within an educational setting is desirable but not essential

Key Responsibilities (Please note, this is not an exhaustive list):

Serve as a warm and welcoming presence at the front office

Work closely with and support the Principal
Exhibit a positive attitude towards learning and growth
Demonstrate the ability to work on own initiative
Maintain a calm and professional demeanor when dealing with parents, children, and staff
Communicate fluently in English, both orally and in writing, with the wider school community
Be highly organized with great attention to detail
Proficient in Google Apps (e.g., Google Drive, Google Docs)
Proficient in Microsoft Office, including Excel
Familiarity with basic accounting and financial management, or an aptitude for learning about these skills
Flexible and adaptable to the needs of the school
Experience in maintaining office equipment and liaising with service providers and suppliers
Carry out administrative duties assigned by the Principal
Assist in organizing school events (e.g., booking venues/buses, liaising with providers and suppliers, setting up rooms)
Maintain records of staff leave and support the substitute cover process
Organize and maintain school database systems such as Aladdin, Online Claims System (OLCS), and Pupil Online Data (POD). Training will be provided as necessary.
Ensure awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, and GDPR/Data Protection

Further Information:

Applications must be submitted via post only to:

Chairperson of the Board of Management

St Paul's N.S

Lyster St,

Athlone,

Co Westmeath.

References: A minimum of two referees are required; 3-4 is preferable

The appointment is subject to Garda vetting.

The successful candidate is required to undertake Tusla Child Protection training.

Final appointment is subject to a 6-month probation period and sanction by the Department of Education

An internal panel of suitable applicants may be established to fill vacancies arising within 6 months of the appointment.

The position will be subject to the terms of:

Circular 0036/2022: Revision of Salaries and Annual Leave Arrangements for School Secretaries

Circular 007/2024: Leave Entitlements for School Secretaries

Circular 0078/2024: Revision of Salaries for School Secretaries Previously Grant Funded

The entry level for this role is on the first point of the salary scale, unless the candidate has previous work experience as a school secretary.

The Department of Education and Skills (DES) may consider work experience completed in other relevant sectors.

The successful applicant must be available for training prior to starting

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 18405C
Apply To: Chairperson of the Board of Management
St Paul's N.S
Lyster Street
Athlone
N37E973
County: Westmeath
Enquiries To: principal@stpaulsns.com
Website: <https://stpaulsns.com>

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